



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 10/06/2014	Employee Requisition Number ER-15018	JOB OPPORTUNITY	
Title/Position: SCHOLARSHIP OFFICER			
Pay Grade MG 5	Salary Range \$40,372-52,728	Classification Management	
Department: HIGHER EDUCATION	Location: Okmulgee	Location Code: 105	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The Scholarship Officer/Manager is responsible for administering the activities of the Higher Education Contract. Is responsible for direction, guidance and motivation of office personnel, and financial aid services to clients.
Principal Duties and Responsibilities:	<p>Plans, sets objectives, formulates strategy and decisions.</p> <p>Supervises and manages three Grant programs with different requirements and regulations.</p> <p>Prepares and conducts educational and informative sessions with high school students.</p> <p>Prepares educational packets for clients, teachers, and counselors.</p> <p>Counsels clients with personal, social educational, career problems and concerns.</p> <p>Prepares and submits budget, daily monthly, quarterly, and annual reports to Director and Education advisory committee.</p> <p>Review applications and determines clients eligibility of grant and amount.</p> <p>Consults with financial aid officers to determine financial need of clients, notifies applicants and financial aid officers in determination of award.</p> <p>Reviews transcripts of students and determines continuance of program.</p> <p>Supervise office personnel, evaluate work performance.</p> <p>Collaborates with any other duties and instructions requested or assigned by the Director.</p> <p>Stay updated and informative in Tribal, State, and Federal Financial aid</p>



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	<p>programs.</p> <p>Advises students/clients in direction, guidance, motivation, and retention of program.</p> <p>Authorizes modification and update of the program.</p> <p>Responsible for preparation and processing of grant applications and awards.</p> <p>Prepares regulations, guidelines and policy information for compliance of program .</p>
Minimum Requirements:	Bachelors in Education. Good Public Relations
Preferred Requirements:	Masters in Education, knowledge of federal and state financial aid policies, knowledge of course requirements, student referral contacts.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

Customer Service:	Responds promptly to customer needs.
Interpersonal Skills:	Maintains confidentiality; Keeps emotions under control.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
Written Communication:	Writes clearly and informatively; Able to read and interpret written information.
Teamwork:	Balances team and individual responsibilities.
Visionary Leadership:	Inspires respect and trust.
Ethics:	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Supports organization's goals and values.
Quality:	Demonstrates accuracy and thoroughness.
Quantity:	Completes work in timely manner.
Safety and Security:	Observes safety and security procedures.
Attendance/Punctuality:	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
Dependability:	Follows instructions, responds to management direction.

Physical Demands:



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While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☐ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.

☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- | | | |
|------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> Loud Noise |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.